**Supervisor Leave/Disability Observation and Action Items**

*Use this resource tool to check your observations and determine your next steps.*

### Leave Observation/Triggers:
- Pattern of calling in sick
- Absence of more than 3 days
- Employee disclosure: “My family member is ill and needs my help; my partner is having surgery; I’ve been missing work because of migraines; I’ll need time off for appointments because I hurt my back.”
- Out of office response
- Pattern of spontaneous vacation

**Supervisor Action Steps:**
1. Share observation with employee, for example: “I know you’ve called in and have been gone for several days.”
2. If you know why employee missed work or is missing work, skip to step 3. If not, say: “I wondered why you haven’t been able to work; I hope everything is OK.”
3. Ask, “Do you think you will need more time off? How long will you be gone?”
4. Say, “Thanks for the information. I need to speak with our HR Rep and I will touch base again with you about next steps.”
5. **SPEAK WITH HR Rep (alone or with employee) rather than referring employee to HR):**
   - Whether absence qualifies for FMLA and if Health Cert is needed,
   - If non-FMLA, check accrual balances incl. prelim VAC/sick report and if zero,
   - Discuss pay/codes that apply to the absence(s).

### Accommodation Triggers:
1. **You observe a change in behavior or performance:** i.e.;
   - Quality of work declines
   - Pace of work changes/slow variable
   - Behavior change; mood swings, memory lapse
   - Tired, low stamina, moody

**Supervisor Action Steps:**
- **If no, document response in medical file** and let employee know to share with you if anything changes in the future.
- **If yes,** thank the employee for the information and say, “Let’s talk with our HR Rep about next steps.”
- Talk with HR Rep about what paperwork is needed and/or whether to call FSDS.

2. **Employee discloses:**
   “I haven’t been feeling well, I’m taking new meds; I need LTD; I have (anxiety, depression, trouble sleeping, dizzy spells); I can’t do this job anymore because of my back pain, etc.; I shouldn’t be climbing ladders because of my health; My doctor says I’ll have permanent restrictions after my surgery.”

**Supervisor Action Steps:**
- Express appreciation for sharing this information and ask if the employee feels health is causing any difficulties on the job.
- **If no, document response in medical file** and let employee know to share with you if anything changes in the future.
- **If yes,** thank the employee for the information and say, “Let’s talk with our HR Rep about next steps.”
- Talk with HR Rep about what paperwork is needed and/or whether to call FSDS.

**DO NOT:** Ask for the type of illness, Make blanket promises; Enter into workload negotiations; Deny accommodation or leave prior to discussion with HR Rep, Make discriminatory statements: “we are unable to have you work here if you are unable to do your job”.

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